



## **How to Register**

1. Go to [www.acadamus.com](http://www.acadamus.com) from your internet browser.
2. Find the “Start Here – Search for Courses” box in blue.
3. Select “Washington Long Term Care Worker” in Step 1; “Washington” for Step 2; and click the blue “Find Courses” button.
4. A list of available courses will be listed in the Search Results page. Click the box next to the course title you wish to register for and then “Check Out”.
5. New Students select the “Click Here to Continue Registration” link.
6. Enter Account Information in the boxes provided. You will login to access your courses using your email address and the password created during this step in the process. \*Please note both fields are case sensitive\*
7. After selecting the “Submit” button, enter your Login (email address) and Password in the spaces provided, and then click the “Go” button.
8. Your courses are located in the “Course List” section. It is a blue tab on the Dashboard located just above the Welcome message in the middle of the page.